

Summer Food Service Program Web User Guide

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Seamless and Simplified Program

Listed below are the main application sections for the Site Application and the Sponsor application with “notes” to help guide you through completing these Web Applications.

Site Application – This application needs to be completed separately for each individual site.
All site applications must be submitted PRIOR to submitting the sponsor application.

1a. Principal Contact

*Note: For school sites, complete the school principal’s name and contact information as requested.

*Note: For non-school sites, enter the name and contact information for another chief operating official who oversees the Site Contact.

1b. Site Contact

*Note: This contact may be the Food Service Director, Kitchen Manager, or Cook.

*Note: Complete person’s name, title, and contact information requested.

2. Physical Address

*Note: This would be the address where the individual site is located.

*Use the check box if the mailing address is the **SAME** as the physical address.

3. Mailing Address

*Note: This would be the address used for mail correspondence for this site.

4. General Information

Classification of Site: *Select one: “Regular School”, “Boarding School”, “Charter School”, “Private Nonresidential School”, “Bureau of Indian Affairs School”, “Residential Child Care Institution”, “Juvenile Detention Center”, “Nonresidential Child Care Institution”, or “Summer Camp”.

Site Administration: *Select one: “Site is a Legally Entity of Sponsor” “Public Site Legally Separate from Sponsor”, “Private Site Legally Separate from Sponsor”.

Number of sessions or distinct periods of operation: Choose from the drop down menu the number of times your program starts and ends operation. The example below shows what the application will display if three program sessions are selected.

Program Start Date 1: *Enter in the date your summer food program begins.

Program Ending Date 1: *Enter in the date your summer food program ends.

Program Start Date 2: *Enter in the date your summer food program begins for the second session.

Program Ending Date 2: *Enter in the date your summer food program ends for the second session.

Program Start Date 3: *Enter in the date your summer food program begins for the third session.

Program Ending Date 3: *Enter in the date your summer food program ends for the third session.

Total operating days: *Enter in the number of days your program operates

*Note: This is the total days meals are served. Do not include weekend days or holidays that you do not serve meals.

Type of Food Service: *Select if you are “**Self Preparation Kitchen**” (prepare meals at this site), “**Central Kitchen**” (site where the meals are prepared centrally and transported to other sites), “**Satellite Kitchen**” (site where the prepared/semi-prepared meals are received then served), or “**Catered Meals**” (site that received food prepared by a catering company).

Name of Caterer: *Enter in the name of the catering company site is in contract with

*Note: This field will only be available if you selected “catered” above.

5. Eligibility

How are you eligible for the Summer Seamless Option/Simplified Summer Option:

*Note: Select one of the following options from the drop down box.

- Open Site using School Data

*Note: Select this option if the Free and Reduced Priced information from the school site or an area eligible school is used to make this site eligible.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

- Open Site using Census Tract Data

*Notes: Select this option if census tract data was obtained by your specialist and if your eligibility is not based on school or area data.

- Open Site using Migrant Organization Information

*Note: Select this option if you have a letter from your area migrant organization that will indicate your eligibility for the Seamless Summer Option.

- Closed Enrolled Site using Income Applications

*Notes: Select this option if the site has a specific group of children participating each day, and other children from the community will not be fed at this site.

*Note: If the site is not area eligible, the eligibility for this site must be based on income applications for each child.

*Summer School classes that are for school credit may not participate under closed enrolled. They either need to claim meals under the NSLP or become an open site.

- Closed Enrolled Site using Area Eligibility

*Note: Select this option if this site has a specific group of children participating each day and community children will not be fed. If this site is located at a school that is 50% or higher free and reduced or if it is a non-school site and the nearest school is 50% or higher free and reduced income application do not need to be collected. This site is eligible based off of area eligibility.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

- Camp

*Note: Select this option if you are operating a residential summer camp or nonresidential day camp that offers a regularly scheduled food service as part of an organized camping program for enrolled children. In addition, nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children and can only participate as sites under eligible sponsoring organizations.

- Restricted Open Site using School Data

*Note: Select this option if you can only serve a specific number of children because of fire code or safety regulations. An explanation for restriction will be required below.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

Site from which eligibility is determined *Enter the name of the site used for Free and Reduced Priced data.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Percent Free and Reduced *Enter the percentage of total Free and Reduced Priced students for the site in which eligibility is determined.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Month and year from which eligibility is determined *Enter the month and the year you used to obtain the eligibility data.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Reason for restriction *Enter in your explanation for why there is a restriction on the number of children you can serve.

*Note: You will only need to complete this question if “Restricted Open Site using School Data” was selected above.

Estimated number of children eligible *Enter the number of children you expect to be eligible for free or reduced priced meals based on the income applications collected.

*Note: You will only need to complete this question if “Closed Enrolled using Income Applications” was selected above.

Estimated number of children enrolled *Enter the total number of children you expect to be enrolled at this site on a daily basis regardless of eligibility status.

*Note: You will only need to complete this question if “Closed Enrolled using Income Applications” was selected above.

6. Meal participation

Breakfast Participation: *You must select one: Participating or Not Participating*

*Note: Complete this section only if you answered “Participating” above.

Service Start Time *Enter in the time you begin serving breakfast.

Service Ending Time *Enter in the time you stop serving breakfast.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat breakfast at this site each day.

Lunch Participation: *You must select one: Participating or Not Participating*

*Note: Complete this section only if you answered “Participating” above..

Service Start Time *Enter in the time you begin serving lunch.

Service Ending Time *Enter in the time you stop serving lunch.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat lunch at this site each day.

Snack Participation: *You must select one: Participating or Not Participating*

*Note: Complete this section only if you answered “Participating” above.

Service Start Time *Enter in the time you begin serving snack.

Service Ending Time *Enter in the time you stop serving snack.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat snack at this site each day.

Supper Participation: *You must select one: Participating or Not Participating*

*Note: Complete this section only if you answered “Participating” above.

Service Start Time *Enter in the time you begin serving Supper.

Service Ending Time *Enter in the time you stop serving Supper.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat supper at this site each day.

7. Site Information

Children are served: *Select the serving style that pertains to this site from the drop down box.

Cafeteria Style

*Note: Select this option if children are served in a traditional cafeteria line.

Sack Lunch

*Note: Select this option if children are handed a pre-packed box/sack/bag.

Family Style

*Note: Select this option if children serve themselves from common platters of food with assistance from supervising adults setting the example.

Offer versus Serve: *Select Yes or No*

*Note: Select “Yes” to indicate that you are implementing the “Offer versus Serve” option at this site which is when children are given a choice of which food items they would like to eat while still receiving a reimbursable meal. If you do not operate with “Offer versus Serve”, select “No”.

*Note: Offer versus Serve requirements differ for each menu planning option.

Will meals be sold to adults who do not work for the food program: *Select Yes or No*

*Note: Select “Yes” if you offer meals to adults for a set price at this site; otherwise, select “No”.

Price to be charged for Non-Program Adult Meals

*Note: This section will only be available for completion if you selected “Yes” above

*Enter the sale price for each meal sold to Non-Program adults, which are adults who do not work directly for the food program.

Breakfast *Enter dollar amount

Lunch *Enter dollar amount

Snack *Enter dollar amount

Supper *Enter dollar amount

8. Outreach

Location Where Meal Service Availability is Advertised:

*Note: Click the boxes for locations used to complete Outreach Activities for this Site’s summer food program.

- ☐ **Resources and Referral Agencies**
- ☐ **Government Agencies**
- ☐ **Community-Based Advocacy Groups**
- ☐ **Grocery Stores**
- ☐ **Churches/Religious Establishments**
- ☐ **Parks and Recreation Facilities**
- ☐ **YMCA/YWCA Buildings**
- ☐ **Community Centers**
- ☐ **Other** *Note: If this is selected, you must type in a description to explain the location used.

Type of Meals Service Advertisement

*Note: Click the boxes below for all sources used to complete Outreach Activities for this Site’s summer food program.

- ☐ **Magazine**
- ☐ **Newspaper**
- ☐ **Newsletter**
- ☐ **Pamphlets**
- ☐ **Posters**
- ☐ **Radio**
- ☐ **Television**
- ☐ **Other** *Note: If this is selected, you must type in a description to explain the Advertising source.

**Once you have submitted ALL site applications,
you may complete and submit your sponsor application.**

Sponsor Application

1a. District Superintendent Contact

*Note: Complete person's name, title, and contact information requested.

1b. Local Education Agency (LEA) Contact

*Note: This contact may be a principal, business manager, or Food Service Director.

*Note: Complete person's name, title, and contact information requested.

2a. Program Contact

*Note: This contact would be the Summer Food Coordinator for your LEA.

*Note: Complete person's name, title, and contact information requested.

2b. Monitor Contact

*Note: This person can be the same as the Summer Food Coordinator but may not be the same as the Site Supervisor.

*Note: Complete person's name, title, and contact information requested.

*Note: All sites must be monitored within the first 4 weeks of operation by a person other than the site supervisor.

3. Physical Address

*Notes: This would be the address where the main building for your school(s) is located.

*Use the check box if mailing address is the **SAME** as the physical address.

4. Mailing Address

*Note: This would be the address used for all mail correspondence for your LEA.

5. General Information

Type of Sponsoring Authority: *Select either Public or Private, Non Profit*

SFSP Program Type Sponsor Participation: *Select one:* **SFSP Seamless.**

SFSP Simplified-Rural

SFSP Simplified- Urban

Sponsor is a School: *Select either Yes or No*

*Notes: If SFSP Seamless was selected, this section will automatically gray out. The Seamless option is only available to schools that participate on the National School Lunch Program during the school year. This option is **not** available to any private non-profit non school sites.

*Note: If SFSP Simplified- Rural or Urban is selected this section is required to complete.

Participation in the Food Distribution Program: *Select either Yes or No.*

Request Administrative Advance: *Select either Yes or No.*

*Note: If participating in the SFSP Seamless option, this section will be automatically grayed out. SFSP Seamless sponsors are not eligible to request an advance.

*Note: If participating in SFSP Simplified-Rural or Urban and select ‘Yes’ to this section, check the box next to the corresponding month to indicate for what month the advance is requested. It is suggested that only one month of operating costs is requested.

*Note: Advances shall be used only for summer months only. They are issued on the first of each month for the month they are requested and recovered when reimbursement is issued. Any advances left outstanding at the end of the program will be required to be returned.

6. Meal Counting and Point of Service

*Note: Complete each section below by selecting if the option listed is In Use or is Not Used.

Method of Meal Counting

Checklist: *Select one: In Use or Not Used*

Tickets: *Select one: In Use or Not Used*

Computer: *Select one: In Use or Not Used*

Other: *Select one: In Use or Not Used* (See Description Below)

*Note: If you select “In Use” here, you must also complete the description section.

Method of Meal Counting Description:

*Note: You will need to type in your own description of how meals are counted.

Explanation for Multiple Methods of Meal Counting:

*Note: You must complete this section only if you have selected more than one method to be “In Use” from the list above.

Point of Service Description:

*Note: You will need to type in your own description of your point of service.

7. Menu Planning

*Note: From the drop down box of options, select the menu planning option in use.

Summer Seamless Option Menu Planning Selection

SFSP Meal Pattern- *only to be used for sponsors who do not normally operate a NSLP during the normal school year.*

Traditional

Enhanced Food-Based Menu Planning

Nutrient Standard Menu Planning – Back Office Software Solutions (B.O.S.S.)

Nutrient Standard Menu Planning – Bon Appetit Software

Nutrient Standard Menu Planning – PCS Revenue Control System

Nutrient Standard Menu Planning – NUTRIKIDS

Nutrient Standard Menu Planning – School Nutrition Accountability Program (SNAP)

Nutrient Standard Menu Planning – Simple Menu Planning

Assisted Nutrient Standard Menu Planning

Other

Menu Planning Option Description:

*Note: This section will only be available for completion if you selected “Other” as your menu planning option.

Source of Assisted Nutrient Standard Menu Planning:

*Note: This section will only be available for completion if you selected “Assisted Nutrient Standard Menu Planning” as your menu planning option.

8. Food Service Management Company

Contract with a Food Service Management Company: *Select Yes or No*

*Note: If you are currently in a contract with a Food Service Management Company, select “Yes” and proceed to answer the following questions; otherwise select “No”.

Name of Food Service Management Company: *Enter in the name of your Food Service Management Company.

Contract Start Date: *Enter the date your contract began.

Contract End Date: *Enter the date your contract ends.

Contract with a Catering Company: *Select Yes or No*

*Note: If you are currently in a contract with a Caterer and plan to use a caterer for the SFSP, please select “Yes”.

*Note: A sponsor **cannot** contract with BOTH a Caterer and a FSMC. If a “Yes” answer is indicated for both FSMC and Caterer, the application will be rejected.

9. Sponsor Revenue:

*Note: This section is ONLY REQUIRED for non-school sites operating the SFSP Simplified-Rural or Urban program. If the sponsor is a school site, this section will be grayed out and is not required to complete.

Planned Breakfast Servings Per Day for All Sites: Indicate the number of breakfast meals to be served at all sites participating in SFSP Simplified each day. If no breakfast meals are planned, indicate with a 0. This section cannot be left blank.

Planned Total Number of Operating Days for All Sites Serving Breakfast: Indicate the number of total operating days for all sites serving breakfast and participating in SFSP Simplified each day. If no breakfast meals are planned, indicate with a 0. This section cannot be left blank.

Planned Lunch Servings Per Day for All Sites: Indicate the number of lunch meals to be served at all sites participating in SFSP Simplified each day. If no lunch meals are planned, indicate with a 0. This section cannot be left blank.

Planned Total Number of Operating Days for All Sites Serving Lunch: Indicate the number of total operating days for all sites serving lunch and participating in SFSP Simplified each day. If no lunch meals are planned, indicate with a 0. This section cannot be left blank.

Planned Snack Servings Per Day for All Sites: Indicate the number of snacks to be served at all sites participating in SFSP Simplified each day. If no snacks are planned, indicate with a 0. This section cannot be left blank.

Planned Total Number of Operating Days for All Sites Serving Snack: Indicate the number of total operating days for all sites serving snack and participating in SFSP Simplified each day. If no snacks are planned, indicate with a 0. This section cannot be left blank.

Planned Supper Servings Per Day for All Sites: Indicate the number of supper meals to be served at all sites participating in SFSP Simplified each day. If no supper meals are planned, indicate with a 0. This section cannot be left blank.

Planned Total Number of Operating Days for All Sites Serving Suppers: Indicate the number of total operating days for all sites serving supper and participating in SFSP Simplified each day. If no supper meals are planned, indicate with a 0. This section cannot be left blank.

Available Sponsor Funds Should Costs Exceed Reimbursement: Indicate any funds that may be available to administer the SFSP Simplified program if the costs to run the program should exceed revenue. If no additional funds will be available, indicate as such with a 0. This section cannot be left blank.

Total Sponsor Estimated Operating Revenue: This amount will be calculated automatically. No input of data is required.

Total Sponsor Estimated Administrative Revenue: This amount will be calculated automatically. No input of data is required.

Total Sponsor Estimated Revenue: This amount will be calculated automatically and is a sum of the estimated administrative and operating revenue. The total listed is the total estimated revenue to operate the entire SFSP Simplified program. Please note that this is an estimate only and is not used for claiming purposes.

10. Sponsor Costs:

***Note:** This section is ONLY REQUIRED for non-school sites operating the SFSP Simplified-Rural or Urban program. If the sponsor is a school site, this section will be grayed out and is not required to complete.

Operating Cost – Food: Enter in the dollar amount for the cost of food for the entire summer program.

***Note:** Food costs for Self-Operated programs include purchases and the cost of processing, transporting, storing, and handling food that is donated (including USDA commodities) or purchased by the sponsor.

***Note:** Food costs for Vended programs include the cost of the preparation or the cost of preparation and delivery of meals charged to the sponsor by the food service management company or the school facility.

Operating Cost – Direct Labor: Enter in the dollar amount for the cost of labor for *Site Supervisor and food service staff* for the entire summer program

***Note:** Labor costs include compensation by sponsors for labor that is required to directly prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service. These costs may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor for the Site Supervisors and food service staff.

Operating Cost – Transportation of Food to Sites: Enter in the dollar amount for the cost of transporting prepared foods to sites for meal service.

Operating Cost – Transporting of Children to Sites: Enter in the dollar amount for the cost of transporting children from various locations to the service site.

Operating Cost – Non Food Supplies: Enter in the dollar amount for the cost of operating costs *not* including food costs.

*Note: These costs may include, but are not limited to: costs of nonfood supplies, costs for facility usage, food service equipment, and utility costs. Do not include office supplies or supplies needed to administer the summer feeding program.

Administrative Cost – Administrator: Enter in the dollar amount for the cost of labor for the *Administrator* for entire summer program.

*Note: These costs include wages, salaries, employee benefits, and the share of taxes paid by the sponsor for the Administrator of the summer feeding program.

Administrative Cost – Monitors: Enter in the dollar amount for the cost of labor for the *Monitor* for entire summer program.

*Note: These costs include wages, salaries, employee benefits, and the share of taxes paid by the sponsor for the Monitor of the summer feeding program.

Administrative Cost – Secretary, Bookkeeper: Enter in the dollar amount for the cost of labor for the *Secretary/Bookkeeper* for entire summer program.

*Note: These costs include wages, salaries, employee benefits, and the share of taxes paid by the sponsor for the Secretary/Bookkeeper of the summer feeding program.

Administrative Cost – Printing/Mailing/Phone: Enter in the dollar amount for the cost of administering the summer feeding program such as the printing, mailing, and phone expenses.

Administrative Cost – Office Supplies: Enter in the dollar amount for the cost of all office supplies administering the summer feeding program.

Administrative Cost – Travel to and from Sites: Enter in the dollar amount for the cost associated with Administrator and Monitor travels to sites.

Administrative Cost – Indirect Costs: Enter in the dollar amount for the indirect costs

*Note: Calculated by multiplying indirect cost rate by the sum of all administrative costs (administrator, monitor, secretary/bookkeeper, printing, office supplies, travel to and from sites) and non-food supplies.

Total Costs: This figure will be automatically generated by the computer system. No input is needed for this section.

*Note: Total costs should not exceed total revenue.

- 11. Certification Statement** *Read the statement and check the box if you agree with the statement. This must be checked to submit sponsor application.

